

Adding a Timeline to an Action Step Inside ALEAT

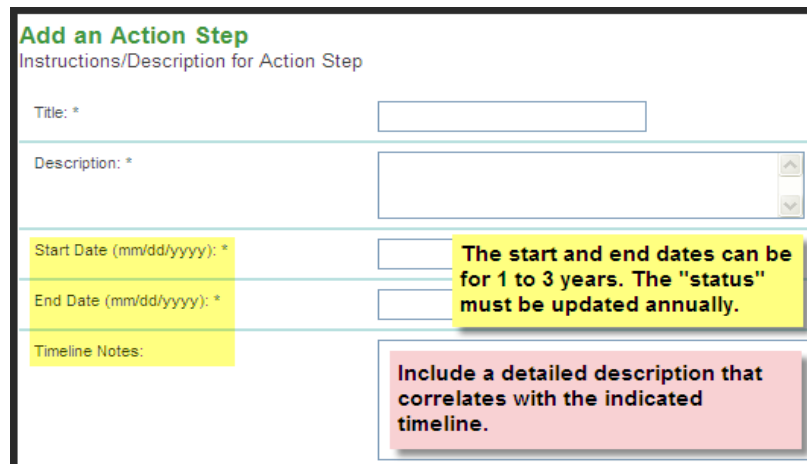
CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Enter a timeline (1 week to 3 years) with **action steps** that support the strategy.

1. Select the hyperlink **Add Action Step** from the “Strategy” blue box.



2. Complete the timeline information, including detailed notes, and save.

A screenshot of the 'Add an Action Step' form. The form has a title 'Add an Action Step' and a subtitle 'Instructions/Description for Action Step'. It contains several input fields: 'Title: *', 'Description: *', 'Start Date (mm/dd/yyyy): *', 'End Date (mm/dd/yyyy): *', and 'Timeline Notes:'. There are two callout boxes: a yellow one that says 'The start and end dates can be for 1 to 3 years. The "status" must be updated annually.' and a pink one that says 'Include a detailed description that correlates with the indicated timeline.'